

The Mad Hatter

A Douglas College Newsletter

October 25, 1982

IN SEARCH OF A "TITLE" FOR AN ADMISSIONS NEWSLETTER

As part of our High School Liaison, the Office of the Registrar will be producing a newsletter. This newsletter will be distributed each semester to:

- internally (ie. faculty, staff, administration)
- counselling for display and school visits
- lower mainland senior secondary schools
- Education Information Centre (Howe Street)
- public displays

We are looking for an APPROPRIATE title for this newsletter. Please forward any suggestions to the Office of the Registrar; attention Julie Beaucaire.

Thanks,

Julie Beaucaire

DOUGLAS COLLEGE
ARCHIVES

TO: ALL STAFF COVERED BY THE BCGEU AGREEMENT/
DEANS/CHAIRMEN/CAMPUS SUPERVISORS

FROM: PAYROLL

VACATION CARRY-OVER AND OVERTIME "BANKS"

Please be reminded that the maximum allowable carry-over of vacation hours is 35. As excess vacation may not be paid out in cash, any outstanding vacation hours exceeding 35 MUST BE TAKEN by the week ending January 1, 1983.

Personnel and Payroll should be notified, IN WRITING, of any vacation carry-overs for 1982 (maximum 35 hours).

All overtime "banks" are to be cleared by TAKING TIME OFF PRIOR TO JANUARY 1, 1983 unless approved in writing by the appropriate Dean AND Mr. Day, by December 1, 1982.

Please call if you have any queries regarding the above.

STAFF WORKSHOP - EFFECTIVE INTER- PERSONAL SKILLS ON THE JOB

As a follow up to the March workshops on Effective Communication Skills, the Orientation and Personnel Development Committees are pleased to announce that Everett Robinson will present a workshop on the topic of expressing yourself at work.

The workshop will cover the following; interacting with other staff, approaching one's supervisor, and sharing one-self assertively.

DATE

1. Tuesday, November 2
2. Thursday, November 4
3. Thursday, November 9

TIME

1. 0900 - 1200 hours
2. 1300 - 1600 hours
3. 1300 - 1600 hours

LOCATION

1. Room 134 - Winslow Site
2. Boardroom - McBride Site
3. Boardroom - McBride Site

NOTE: WORKSHOPS WILL BE LIMITED TO 15 PEOPLE PER SESSION AND ARE FOR STAFF ONLY. You must REGISTER IN ADVANCE in order to attend.

In order to register, contact Personnel at local 230, McBride Site prior to November 2, 1982.

TO: ALL MEMBERS OF BCGEU -
DOUGLAS COLLEGE, LOCAL 59

The meeting scheduled for Tuesday, October 26, 1982 has been cancelled.

Notice of next meeting will be forthcoming.

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Barbara Edward	Agnes St.
Barbara Gilliland	McBride Site
Jack Kelly	Winslow Site
Marilyn Kristian	McBride

EDUCATIONAL POLICIES & PROCEDURES

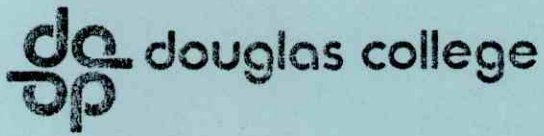
At its June meeting, the Educational Policy & Procedures Committee reviewed and approved a proforma for the development and approval of new or revised policies. A copy of the form is attached.

Deans are to ensure that the appropriate Divisional and Departmental committees are informed of the requirement, and forward policies in the future in the new format.

It should be noted that change to this form are possible, that is, it is not frozen. The committee intends that it be used for a period of time, and then evaluated. Suggestions for improvement would be welcomed over the next two semesters, and should be directed to EPPCO via my office.

Bill Day



EDUCATIONAL POLICY & PROCEDURES

DATE: _____

ORIGINATOR: _____

 Policy # _____
 Replaces (date): _____

NEW

☐

REVISION*

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TITLE: _____

POLICY:
 DOUGLAS COLLEGE
 ARCHIVES
ASSUMED OUTCOMES (against which policy may be evaluated):IF ORIGINATED FROM MANAGEMENT COMMITTEE, ILLUSTRATIVE MECHANISMS, REGULATIONS FOR PROPOSED IMPLEMENTATION:

*Attach copy of previous policy statement

Pg. ____ of ____

APPROVAL DATES:DEPARTMENT:DIVISION:
MANAGEMENT
COMMITTEE
E.P.P.C.O.
COLLEGE
BOARD

DOUGLAS COLLEGE STUDENT SOCIETYCONTACT LIST FALL 1982Executive & Reps.

<u>NAME</u>	<u>POSITION</u>	<u>OFF. PHONE #</u>	<u>HM. PHONE #</u>
Tim Shein	President	522-6038	-----
Lenka Russ	Vice-President	522-6038	581-2603
Rudy Van Berkel	Treasurer	522-6038	939-1720
Bill Blancard	McBride Chair	522-6038	291-2080
Alice Howden	Winslow Chair	939-6611	467-1434
Maureen Fletcher-Berg	McBride Rep.	522-6038	531-9858
Bill Hamar	McBride Rep.	522-6038	591-9405
Les Pandak	McBride Rep.	522-6038	936-5310
Alanna Whitley	McBride Rep.	522-6038	531-7196
Stewart Woolverton	McBride Rep.	522-6038	526-1563
Cheryl McIntyre	Maple Ridge Rep.	467-6811	463-9188
Eve Ryan	Maple Ridge Rep.	467-6811	463-6074
Viki Inskip	Winslow Rep.	939-6611	321-2906
Kim Lamarche	Winslow Rep.	939-6611	941-2906
Denise Siemens	Winslow Rep.	939-6611	521-0519

Office Staff

Lina Meagher	Housing Co-ordinator	522-6038	521-6812
Don Milligan	Intramurals	522-6038	521-3509
Suzanne Noel	Office Assistant	522-6038	936-1262
Michael Cawkwell	Information Centre	522-6038	936-1262
Glenda Keller	Information Centre	522-6038	521-5797
Merrilyn Houlihan	Business Manager	522-6038	939-6270

Pub Staff

John Karey	Pub Manager	522-6038	733-3748
Russel Hooper	Cashier	522-6038	986-7270
Carl Fisher	Disc Jockey	271-3606	274-4213
Guy Smeeth	Maintenance	522-6038	520-1321
Juanita	Bouncers Bookings	985-3076	985-3076

FOR SALE

1972 TOYOTA, COROLLA
2 Door Sedan
Dependable
One owner vehicle
Call Lynda, 521-4851, local 276

16 FOOT WOODEN SAIL BOAT
'Snipe' class
\$700.00
Call Lynda, 521-4851, local 276

DOUGLAS COLLEGE
ARCHIVES

**JUST
ONE DAY'S
PAY GOES
A LONG
LONG
WAY.**



the United Way

